

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

DEPUTY ATTORNEY GENERAL Medicaid Fraud Control Unit

Summary: Represents the State of Indiana in the investigation and prosecution of Medicaid Provider fraud; assists with litigation in criminal, civil and administrative actions. This position reports to the Supervising Deputy Attorney General in the Medicaid Fraud Control Unit located in the Castleton area of Indianapolis, Indiana.

Job Duties:

- Responsible for all phases of litigation, including all necessary investigation, preparation and filing of pleadings, motions and briefs; coordinates with criminal investigators; appearances at hearings, and if needed in court, conferences, negotiation of settlements, and appeals.
- Provides effective and efficient delivery of legal services at hearings, in court and in administrative hearings, and manages a small but complex caseload.
- Prepares case files for all proceedings, timely documentation of all case activity in accordance with current accepted policies of the office.
- Maintains and improves legal skills by attending seminars, conferences, and timely reading of recent case law, statutes, and applicable journals.
- Maintains a professional and positive relationship with peers, co-workers, outside agencies, board directors and board members, and the public.
- Performs other duties and completes special projects as assigned.

Qualifications:

- Admitted to the Indiana Bar.
- Excellent communication skills, including the ability to relate effectively to both attorneys and non-attorneys.
- Effective oral advocacy skills in both administrative hearings and court.
- Legal research and writing skills, with emphasis on clear, persuasive legal analysis.
- Ability to manage a complex caseload. Strong ability to multi-task.
- Ability to zealously advocate on behalf of the state at all aspects of a case.
- Ability to work well with others.
- Proficiency in computer skills.
- Preferably candidate will have prosecution experience.